

LABOR MARKET REQUEST FORM IN-RANGE SALARY ADJUSTMENT

See instructions on page 2

Employee Name:	Position Number:		
Classification Title:	Working Title:		
Division/Institution:	Work Unit:		
Current Salary:	Salary Grade:	Quartile:	Salary Reserve Available: Y/N

A. Summary of Labor Market Conditions:

Reduce turnover: _____ Difficulty in recruiting: _____ Retention: _____ Other conditions: _____
Explanation of other conditions: _____

Is the position key to accomplishing the DHR mission? Yes: _____ No: _____
Have all the other established personnel policies/actions been considered? Yes: _____ No: _____

B. Equity Analysis Worksheet: Fill out this worksheet using data from the applicant pool and/or other internal current or recently separated employees. Summarize the comparisons (same job class or directly related job):

Other comments: _____

C. Job Rate based on labor market:

D. Percent increase based on labor market:

E. Qualifying Maximum Salary: \$ _____ **Percentage Variance:** _____ %

F. In-range adjustments awarded in last 12 months: _____ % \$

Note: Adjust requested amount by previous in-range adjustments so total does not exceed 10%.

G. Recommended percent increase: _____ **New salary:** _____ **Effective:** _____

H. Employee educational and experience qualifications over the minimum required (optional):

Total years: _____

Does employee have the qualifications over the minimum for the salary requested? Yes / No

I. Demographics - Employee is: Race(White, Black, Hispanic, Asian, American Indian): _____
Male: _____ Female: _____ Age: _____ Has a specific job disability - Yes: _____ No: _____

APPROVALS AND REVIEWS:

Supervisor: _____	Date: _____
Agency Director: _____	Date: _____
Agency Personnel Office: _____	Date: _____
DHR Personnel Office: _____	Date: _____

INSTRUCTIONS
(Labor Market Request Form)

- A. Summary of labor market conditions:** Describe the problem including information on market rates, turnover, and recruitment difficulties. Characterize the labor market problem by checking one or more of the following:
Reduce Turnover: If the recommendation is to reduce turnover.
Retention: If the recommendation is due to retention difficulties.
Difficulty in Recruiting: If the recommendation is due to difficulty in recruiting.
Other Conditions: Indicate the labor market problem.
- B. Job Rate based on labor market:** Record the market rate identified in salary surveys for this position.
- C. Percent increase based on labor market:** Calculate the percentage increase by subtracting the current salary from the labor market salary and divide the result by the current salary. If the result is over 10%, adjust the request to a maximum 10% increase (provided there has not been any other in-range salary adjustments in the previous 12 months).
- D. Qualifying Maximum Salary and Percentage Variance:** Determine the employee's qualifying maximum salary by using the New Appointment's Policy (see "H" below). The percentage variance is determined by finding the difference between the qualifying maximum salary (not to exceed the maximum of the range) and the employee's current salary. Divide the difference by the current salary to calculate the percentage variance. This variance is the amount needed to take the employee to qualifying maximum salary/ maximum of the range.
- E. In-range adjustments awarded in the last 12 months:** List the percentage and dollar amount of any in-range salary adjustment received by the employee in the preceding 12 months.
- F. Recommended percent increase:** List the requested percent increase. **New Salary:** Calculate the proposed salary for the employee using the requested percent increase. **Effective Date:** Note the requested effective date of the increase. Check above to make sure the employee has not had any in-range salary adjustments in the past 12 months. If so, the total increase cannot be higher than 10% of the original salary and requested amount may have to be adjusted.
- G. Employee educational and experience qualifications over the minimum required:** Review the employee's education and related experience and compare their qualifications to the minimum requirements of the job class. List all related education and experience over the minimum in narrative form and determine the total amount of credit allowed. Calculate the qualifying salary using the New Appointments Policy formula of up to 5% for each year of education and experience over the minimum required. For example, if the minimum requirements of the job class are high school and three years related experience, and the employee has a related technical school degree (two years) and six and one-half years of directly related experience. The additional qualifications would read "Two year Associate Degree in (list field) plus an additional three and one-half years related experience." This would equal 5% times 5 years 6 months or 27.5% above the minimum for the salary grade as the qualifying salary.
- H. Demographics:** Fill out the demographic information related to the employee. Check yes to a disability only if it is job related.